

**COLORADO**

State Archives

**DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITIONS SCHEDULE**

ARCHIVES#

15-57

DEPARTMENT Transportation	DIVISION Traffic Engineering	SECTION HQ Traffic Engineering	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1.	Access Permit Files - Records pertaining to the construction, relocation or modification of accesses to State Highways	Permanent		
2.	Access Permit Appeal Files - Case files pertaining to appeals of access permit decisions	Permanent		
3.	Access Control Plans	Permanent		
4.	Local Government Ordinances - Includes technical documents, and agreements	Permanent		
5.	Fatal Accident Reporting System (FARS) records and relevant supporting data	The agreement year and 3 succeeding years	National Highway Traffic Safety Administration (NHSTA) Cooperative Agreement article 2.5	
6.	Traffic Ordinances for Cities and Towns	Permanent		
7.	Roadside Memorial Sign Records to include CDOT Form 1314 or CDOT Form 1254	6 years after installation	No Manual Guidance - C.R.S. 6-17-104 (2014)	
8.	Traffic Engineering: 800 Documents/Field Studies, Speed Studies (CDOT 187), School Zone Investigations, Curve Studies, Strip Maps, Gap Counts, (CDOT 186), Sign Log (CDOT 1075)	7 years	No Manual Guidance - C.R.S. 6-17-104 (2014)	
9.	Safety Assessment Reports	Permanent		
10.	Traffic Engineering Studies(Section 402)	Permanent		

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 4/20/2015	Records Liaison Officer's Signature 	Date 4/8/15
Signature of Deputy State Auditor for State Auditor 	Date 7/20/2015	Signature of Assistant Attorney General for Attorney General 	Date 4/24/15